
MEMORANDUM - OFFICE OF THE BOARD OF SELECTMEN

TO: Board of Selectmen
FROM: Michael Branley, Town Administrator
RE: Weekly Update
DATE: March 22, 2013
CC:

Next Board of Selectmen meeting Monday March 25th at 5:30 p.m.

REMINDER: You have a work session scheduled for March 28th at 5:30 p.m. to review the temporary bridge progress, the suggested changes to the personnel policy, and the suggested changes to the welfare guidelines.

This week was primarily spent doing some preliminary follow-up from Town Meeting. Most of these tasks were accounting and QuickBooks based, such as setting up accounts for passed warrant articles and booking revenues we anticipate to receive in light of the warrant articles that passed. This included the MS 2 form, which outlines the appropriations voted at Town Meeting. Wendy and I also worked to collect the documents for a right-to-know request and I reviewed some of those documents.

On Wednesday Wendy attended the first of two classes as part of the LGC course on basic municipal accounting.